



Health Records Fees

PATIENTS

According to Colorado State law (CRS 25-1-801) and HIPAA (45 CFR 164.524(c)(4)(i)) a licensed health facility may impose a reasonable, cost-based fee if a patient or their personal/legal representative requests a copy of their protected health information (PHI).

1. Patients or their personal/legal representative may request and receive one free copy per year of their health records. This one-time, no-charge request will be provided annually to a patient or their personal/legal representative requesting records for themselves. Health records fees will apply to all subsequent requests. The one-time, no-charge request does not apply to a third party initiating a request for PHI on its own behalf with the patient's HIPAA authorization.
2. Copies of health records will be charged:
 - A flat fee of \$6.50 for all standard requests for electronic copies of health records maintained electronically, inclusive of all labor, supplies and any applicable postage.
 - \$25.00 per hour for all standard requests for paper copies of health records maintained electronically, plus cost of supplies and postage.
 - Health records maintained in paper form and requested in paper or electronic format will be charged fees permitted by the State of Colorado (CRS 25-1-801). Contact the HIM Department for an estimate.
 - \$18.53 for the first ten pages (1-10)
 - \$0.85 per page for the next 30 pages (11-40)
 - \$0.57 per page for pages 41 and above (41+)
 - \$10.00 additional fee for certification of medical records
 - Cost of portable media supplies, if applicable, i.e. CD or flash drive
3. We require prepayment. Checks and credit cards are accepted. Once payment is received we will process the request and the records will be delivered in the manner specified.
4. If you cannot afford to pay for copies of your health records, you have the right to inspect your records free of charge (45 CFR 164.524 (a)(3)). Contact the HIM Department for more information.

THIRD PARTIES

It is permissible to release health records to a third party initiating a request for PHI on its own behalf with a HIPAA-compliant authorization (45 CFR 165.508) and upon payment of reasonable fees (CRS 25-1-801).

Copies of health records stored in any format and released in any format will be charged:

- \$18.53 for the next ten pages (1-10)
- \$0.85 per page for the next 30 pages (11-40)
- \$0.57 per page for pages 41 and above (41+)
- \$10.00 additional fee for certification of medical records
- Cost of portable media supplies, if applicable, i.e. CD, flash drive

We require prepayment. Checks and credit cards are accepted. Once payment is received we will process the request and the records will be delivered in the manner specified.